



## County of Door DEPARTMENT OF SOCIAL SERVICES

County Government Center  
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### Social Services Committee Meeting March 10, 2009

**1. Call to Order:** Chair Mark Moeller called the March 10, 2009 meeting of the Social Services Committee to order at 1:33 p.m. Committee members present were, Nancy Bemmann, Ben Meyer, Charles Brann, and Joel Gunnlaugsson. County staff present were Bev Knutson, Doreen Weyenberg, Joanne Ator, and Kay Englebert. County staff not present for the first part of the meeting: Roger Tepe.

**2. Approve Agenda:** Motion by Ben Meyer, second by Nancy Bemmann to approve the agenda as posted. Motion carried. Chair Mark Moeller noted that Roger Tepe was out for the first part of the meeting and asked that the Agenda order be flexible until his arrival.

**3. Public Participation:** There was no public participation.

**4. Review and Approve Minutes of Social Services Committee Meeting.** Motion by Ben Meyer, second by Mark Moeller to approve the minutes of the February 10, 2009 meeting of the Social Services Committee. Motion carried.

**5. Review and Approve Vouchers to be paid in March, 2009.** Upon review and discussion, motion by Ben Meyer, second by Joel Gunnlaugsson to approve the vouchers as submitted and detailed below:

#### **Social Services**

Total Social Services expenditures submitted for approval	\$ 106,554.21
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#### **Senior Resource Center**

Total Senior Resource Center expenditures submitted for approval	<u>\$ 13,672.05</u>
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#### **Total Expenditures for approval**

	<u><b>\$ 120,226.26</b></u>
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The motion carried unanimously.

**6. Action: Gift / Grant / Donation > \$1,000.00 to the Senior Resource Center.** Bev Knutson told the Committee about a gift in the amount of \$48,127.84 from the Maude K. Rucinski Revocable Trust that was presented to the Senior Resource Center. Maude enjoyed the Senior Resource Center's companionship and cuisine and also was a participant in Meals on Wheels and the frozen meal program. In a letter from the Trustee of the Trust, he noted, "The service was deeply appreciated and a blessing that allowed her (Maude) to remain in her own home." The gift was designated to be used to benefit the elderly and the services provided by the Senior Resource Center. Ben Meyer moved that the Social Services Committee accept the gift of the Maude K. Rucinski Revocable Trust in the amount of \$48,127.84, for use in the

programs and services provided by the Door County Senior Resource Center. Further, this preliminary acceptance shall be forwarded to the full Door County Board of Supervisors for their final approval. Joel Gunnlaugsson seconded the motion, the motion carried unanimously.

**7. Action: Christina Baudhuin – completion of probationary period.** Christina Baudhuin was hired in October, 2008 as a Social Services Aide II-Child Care Coordinator. Joanne Ator recommended to the Committee that Christina's status be changed from probationary to regular employee status. Christina's background (owning her own licensed daycare) blends in well with her position. She has completed most of her Child Care training and is in the process of being trained for the back up position of Intake Worker for the Economic Support Unit. Charles Brann moved that Christina Baudhuin be changed from probationary to regular employee status, effective 4/20/09; and that the matter be referred on to the Door County Administrative Committee for their final approval. Ben Meyer seconded the motion, the motion carried unanimously.

#### **10. Supervisor's Reports, Program Units, Informational Only.**

**Adult Services.** Bev Knutson reported to the Committee that the Masonic group has donated 189 tickets for their meal on Saturday, March 14<sup>th</sup>. The Mason's will be delivering 51 meals from Egg Harbor to Brussels, 113 clients will be present for the meal and Erin Szakala will be delivering 25 meals in Northern Door.

Looking at 2008 statistics at the Senior Resource Center, the number of home delivered and frozen meals increased by 4,362 meals compared to 2007. There has been a decline in meals at the five (5) meal sites, but the total of all types of meals increased by 865 meals served. The Senior Resource Center contracts with Scandia for limited delivery of meals for clients in Sister Bay.

April is National Volunteer Month and the many volunteers at the Senior Resource Center will be recognized. The number of volunteers increased from 146 to 155 from 2007-2008. Volunteer drivers for delivering Meals on Wheels are in great need.

On Thursday, March 12<sup>th</sup>, Dr. Timothy Howell will be giving a seminar on the Wisconsin Star Method: An Integrated Approach to Medical and Psychiatric Problems in Older Adults at Crossroads. This seminar is sponsored through a grant from NAMI (National Alliance for the Mentally Ill); the Elder Adult at Risk Interdisciplinary Team has been working on this project.

It is noted that at 1:50 p.m., Roger Tepe arrived for the meeting. Chair Mark Moeller continued with agenda item number 10 and would resume with agenda item number 8.

**Child and Family Services.** Dori Weyenberg informed the Committee on the number of children placed in various homes and/or facilities. She also reported that today (March 10<sup>th</sup>) was the Children and Families Services Unit's last meeting with State technical consultants regarding the Quality Service Review (QSR). The Children and Families Services Unit will take what was suggested / learned and implement / develop trainings to improve their practice.

**Economic Support.** A donation of \$100.00 was given to the Economic Support Unit from Mark Moeller. The funds were used to purchase gift cards at Pick-n-Sav. Joanne Ator attended a W-2 Steering Committee and the discussion was how long can the W-2 Program keep running given the current funding level. The Department of Children and Families has announced that a new plan will be required from us this summer for the 2010-2011 program. Joanne reported that there was \$22,000.00 in the W-2 Reserve Fund; and those funds could be largely if not completely used in 2009. The State has realized that the number of participants for the W-2 Program has increased

and may continue to increase, given the state of the economy. Currently, Door County has 7 participants in the program and 36 in the FSET program.

Economic Support has seen an increase in new intakes in their unit. Comparing January 2008 to January 2009, the Food Share case load increased by 100 participants. Just from March 1, 2009 to March 10, 2009, there were 46 new applications for services. Door County is not the only county seeing an increase in people requesting services. Chair Mark Moeller asked the other Committee members if they thought it would be a good idea for Joanne do a presentation for the County Board to discuss how Door County stands, economy wise. The Committee members agreed.

**Support Services.** Kay Englebert reported to the Committee that the week of March 16<sup>th</sup> is the final week to close out 2008. She also noted that 2008 was looking good and that Social Services would be giving money back to the General Fund.

Kay asked the Committee if they would be interested in seeing a condensed version of the voucher report. The IS Department can format a report that contains the Vendor's name, number of clients serviced and total amount paid out. Kay would have the full voucher report available if any Committee member wanted to review the details or had any questions. The Committee members decided that at the April meeting they would like the full voucher report and a sample of the condensed report for comparison.

The committee took no action on informational items presented.

**8. Action: Budget Transfers for 2008 Year End Close-out.** Kay Englebert presented to the Committee a Memo (see attached Memo) and asked the Committee members to authorize a revenue transfer for 2008. Ben Meyer moved that the six budget adjustments as proposed on the attached sheet from Accountant Kay Englebert be authorized as revenue transfers for the 2008 budget year in the amount of \$208,613.00. Joel Gunnlaugsson seconded the motion, the motion carried unanimously.

## **9. Recurring Reports, Informational Only.**

**ADRC/Family Care:** Roger Tepe updated the Committee on Family Care. Door County will be among the last 13 counties to go live at the beginning of the 2011-2013 Biennium. Roger also reported that he was at two recent meetings for Family Care - one that involved Directors only and the other included Directors and County Board members. The goal of these meetings is to educate and come up with one plan. Roger will be meeting with our County Board in the next year to begin educating them about the Family Care / ADRC plan. Roger received correspondence suggesting that all the ADRC / Family Care meetings over the past two (2) + years may have been subject to Open Meeting Laws; and thus their meetings and all documentation should have been publicly available. All of these materials are available, but they have been posted to a password protected website.

Roger Tepe met with the Board of Directors for American Red Cross today (March 10<sup>th</sup>) regarding 5311 Transportation Funds. They will be one of three agencies receiving 5311 funds. Roger previously got approval for 5311 funding from Sunshine House and the Social Services Committee (for the SRC participation). The master contracts for 5311 funds for the Sunshine House and American Red Cross are assembled; and Grant Thomas, Corporation Counsel, and the DOT have approved drafts of the contracts. The final stage of the 5311 process is to develop a process for claims (forms to keep track of passengers, mileage/gasoline and reporting to the State) and training for paid drivers.

The committee took no action.

**11. Information: Director's Report.** Several weeks ago, when the first flurry of news about Federal and State stimulus money became known, County Administrator, Michael Serpe, asked Roger Tepe to develop a floor plan for a new building. Roger met with Emergency Services Director, Richard Burrese, and Rhonda Kolberg, Director of Public Health, and they came up with a 26,000 square foot floor plan that would house Emergency Services, Public Health and a larger Senior Resource Center. The old County Highway shop and fuel tanks would be removed for construction of this facility. This plan doubles the size of the current Senior Resource Center. It will have a number of multi-purpose rooms, office space for ADRC and space for an Adult Day Care Center. A concern from one of the Committee members was, "Is it designed to add on additional space?" Roger assured him that there are two areas of the structure that could be added on to. Options for funding the construction are being looked at. Funding from the first option, the Federal Recovery Act, is not available due to the structure not meeting all of the requirements. Another option is the possibility of partnering with outside agencies. Roger indicated that the new Senior Resource Center is in the Capital Improvement Plan. Construction will not take place until funding is secured; and we have full approval from the County Board.

For the April meeting, Roger will inform Committee members on the following reports: Vehicle Replacement Fund, Capital Improvements Plan (CIP), Capital Out Lay, and the Annual Report.

Roger invited Committee members to stop over and see the Department. The waiting room received a fresh coat of paint and new carpeting.

At the State level, there will be a 1% cut in funding for all programs. Some programs may experience a larger cut in funding, most notably child welfare and income maintenance administration.

Roger also clarified that rumors of a \$9,000,000.00 building fund and significant layoffs were untrue.

**12. Set Next Meeting Date:** The committee set its next monthly meeting for 1:30 p.m., April 14, 2009 at the Government Center in the Chambers Room.

**13. Adjournment:** Motion by Charles Brann, second by Joel Gunnlaugsson to adjourn the meeting at 3:07 p.m., Motion carried.

Respectfully Submitted,

Christine Coulthurst  
Recording Secretary

APPROVED BY:

